

This section lists the shortcut key combinations that perform selected actions available whilst working. They apply to all keyboard types.

General (when working with the Job Edit window or within the Graphic Edit window)

Key Combination	Tool	Toolbar	Action
Left CTRL + N		Standard	Create new job and close job currently open.
Left CTRL + O		Standard	Open existing job from disk. Displays the Open Job dialog box.
Left CTRL + S		Standard	Save all with current name(s) if already named. If the job and/or page stack has not been saved, performs the same as File>Save As and displays either the Save Job As dialog box or the Save Stack As dialog box.
Left CTRL + X		Standard	Cut graphic element(s) currently selected in Graphic Edit window or page(s) selected in Page Browser/Page List to the Windows Clipboard.
Left CTRL + C		Standard	Copy graphic element(s) currently selected in Graphic Edit window or page(s) selected in Page Browser/Page List to the Windows Clipboard.
Left CTRL + V		Standard	From the Windows Clipboard, paste graphic element(s) into the page currently open in the Graphic Edit window or paste page(s) into the Page Browser/Page List. If you are pasting pages, the way in which pages will be pasted is defined using the settings in the Default Page Paste Mode group box on the Edit dialog tab on the User Preferences dialog box. Optionally, the Select Page Paste Mode dialog box may be displayed.
Left ALT + DELETE		Standard	Delete page element(s) currently selected in Graphic Edit window or page(s) selected in Page Browser/Page List.
Left CTRL + SHIFT + DELETE			Remove selected page(s) from the Page Browser/Page List and renumber remaining pages automatically.
Left CTRL + F			Replace foreground of page(s) selected in the Page Browser/Page List with the foreground of a page that has been copied using the Edit>Copy command.
Left CTRL + B			Replace background of page(s) selected in the Page Browser/Page List with the background of a page that has been copied using the Edit>Copy command.
Left CTRL + G			Goto to a specific page and open that page in the Graphic Edit window. The Goto Page dialog box is displayed.
Left CTRL + A			Reverts user edited page names for the selected page(s) in the Page Browser/Page List back to the default naming scheme i.e. Page 1, Page 2 etc.
Left CTRL + Left SHIFT + D			Toggles the default typing direction left-to-right or right-to-left for new text graphics. Same as Text>Typing Direction>Right to Left Across Page and Text>Typing Direction>Left to Right Across Page.
Left CTRL + Left SHIFT + A			Toggles the typing of text against the natural text-flow. (This is useful for inserting English text within an Arabic sentence).
Left CTRL + Left SHIFT + R			Toggles whether to insert Latin or Arabic numbers.
F2 to F4			Action Local or User QuickLoad location 1 to 3.
Left SHIFT + F2 to F4			Action Local or User QuickLoad location 4 to 6.
F1			Displays CG Tools online help. For more information on using the CG Tools Help, see Accessing help whilst using the CG Tools software.
Left SHIFT + F1			Switches the CG Tools software to context sensitive help mode where you can click on menu commands and tools to display help specific to that command or tool.

Graphic editing (when working within the Graphic Edit window)

Key Combination	Tool	Toolbar	Related menu command or action
Left CTRL + SPACE BAR			Moves through the list of graphic elements on the foreground layer of the current page.
Left CTRL Click on subsequent page elements			Select multiple page elements.
CTRL + Y		Standard	Redo previous action within the Graphic Edit window.
CTRL + Z		Standard	Undo previous action within the Graphic Edit window.

Markers (when working within the Graphic Edit window)

Key Combination	Tool	Toolbar	Action	Line	Spline	Page
Left CTRL + M		Marker	Edits the selected marker and subsequently displays the relevant marker configuration dialog box or control tab on the Graphic Tools.	■	■	■
Left CTRL + Left ALT + A		Marker	Inserts an animation marker to the left of the cursor position. The Animation Marker dialog box is displayed enabling marker configuration.	■	■	■

Key Combination	Tool	Toolbar	Action	Line	Spline	Page
Left CTRL + Left ALT + M		Marker	Inserts a motion marker to the left of the cursor position. The Motion Marker dialog box is displayed enabling marker configuration.	■	■	■
Left CTRL + Left SHIFT + E		Marker	Inserts an end marker to the left of the cursor position.	■	■	■
Left CTRL + Left SHIFT + F		Marker	Inserts a field marker to the left of the cursor position. The Field Settings (Field) control tab and Field Data Connection Settings (Data) control tab are displayed on the Graphic Tools, enabling field marker configuration.	■		
Left CTRL + Left SHIFT + L		Marker	Page template fields can be locked, enabling field navigation using the Tab key. This is especially relevant when filling a page template manually. When this function is turned on, field markers are displayed in yellow instead of red.	■		
Pages						
Key Combination	Tool	Toolbar	Action	Line	Spline	Page
Numeric keypad number then Left CTRL + Left ALT + E			Closes the current page and opens the page corresponding to the number entered on the numeric keypad. Must enter a page number using the numeric keypad before pressing the shortcut combination. If the page does not exist, pages up to and including that page will be created. Pages up to the specified page are not listed in the Page Browser or Page List until they are edited. Also available using Page>Goto.			
Numeric keypad number then Left CTRL + Left ALT + S			Saves the current page open in the Graphic Edit window to the page corresponding to the number entered on the numeric keypad. Must enter a page number using the numeric keypad before pressing the shortcut combination. If the page does not exist, pages up to and including that page will be created. Pages up to the specified page are not listed in the Page Browser or Page List until they are edited.			
Numeric keypad number then Left CTRL + Left ALT + Left SHIFT + S			In addition to saving the current page open in the Graphic Edit window to the page corresponding to the number entered on the numeric keypad (see above), additionally clears all links to global fields on stored page, and then re-eds the original page.			
Left CTRL + U			Saves the current changes in the Graphic Edit window to the Page Browser (only valid if Update/Revert is selected in the Edit Mode group box on the Edit dialog tab on the User Preferences dialog box).			
Left CTRL + R			Reverts to the version of the page since it was last updated using Left CTRL + U, (only valid if Update/Revert is selected in the Edit Mode group box on the Edit dialog tab on the User Preferences dialog box).			
Left CTRL + G			Displays the Goto Page dialog box where you can enter a page to go to. If the page does not exist, pages up to and including that page will be created. Pages up to the specified page are not listed in the Page Browser or Page List until they are edited.			
Left CTRL + H			Displays the Copy From dialog box where you can select to copy foreground graphic elements from a selected page.			
Left CTRL + K			Displays a representation of the key within the Graphic Edit window (mimics the operation of the Display Key check box on the Key and Grid Settings control tab on the Graphics Tools).			
Left CTRL + Left ALT + Left SHIFT + P			Begin freehand painting. You must be in the background layer of a page for this command to be selectable. The Paint Settings control tab is displayed on the Graphic Tools, enabling configuration of the painting tools.			
Page stack (must be selected)						
Key Combination	Tool	Toolbar	Action	Line	Spline	Page
Left CTRL + O		Standard	Open existing page stack. Displays the Open Stack dialog box.			
Left CTRL + S		Standard	Save all with current name(s) if already named. If the job and/or page stack has not been saved, performs the same as File>Save As and displays either the Save Job As dialog box or the Save Stack As dialog box.			
ENTER			Edit page stack entry selected in the current stack. The Insert/Edit Stack Entry dialog box is displayed.			
INSERT			Insert page stack entry above selected entry in the current stack. The Insert/Edit Stack Entry dialog box is displayed.			
Left CTRL + X		Standard	Cut currently selected page stack entry or entries from the current page stack to the Windows Clipboard.			
Left CTRL + C		Standard	Copy currently selected page stack entry or entries from the current page stack to the Windows Clipboard.			
Left CTRL + V		Standard	From Windows Clipboard, paste page stack entries into the current page stack, over selected entry and any subsequent entries.			
DELETE		Standard	Delete currently selected page stack entry or entries from the current page stack.			
Left CTRL + G			Go to new row in current page stack. The Goto Page dialog box is displayed.			
Left CTRL + CUE			Insert row above highlighted row in the current page stack.			
Left CTRL + CHAN			Delete selected row from the current page stack.			
Left CTRL + Left SHIFT + ENTER			Move highlighted stack entry up one row in the current column, without affecting entries on the same row in adjacent columns.			

Key Combination	Tool	Toolbar	Action
Left CTRL + ENTER			Move highlighted stack entry down one row in the current column, without affecting entries on the same row in adjacent columns.
Left CTRL + M			Toggles the display of page names for each stack entry in the current page stack. The page name used is the same as that shown in the Page List.
Left CTRL + I			Toggles the display of page index numbers for each stack entry in the current page stack. The page index number is the number of the page in the Page List.
Left CTRL + T			Toggles the display of thumbnails (as shown in the Page Browser) for each stack entry in the current page stack.
Left CTRL + B			Delete all stack entries from the current row.
Playout (applies to both Clarity hardware playout and Clarity PREP software playout)			
Key Combination	Tool	Toolbar	Action
Numeric keypad number then numeric keypad +			Puts the system online and then prepares the page corresponding to the number entered on the numeric keypad.
Left CTRL + numeric keypad +			Whilst online, prepares the page currently open in the Graphic Edit window (the Graphic Edit window must have focus).
Numeric keypad number then numeric keypad ENTER			Puts the system online and then takes the page corresponding to the number entered on the numeric keypad.
Left CTRL + numeric keypad ENTER			Whilst online, takes the page currently open in the Graphic Edit window (the Graphic Edit window must have focus).
Numeric keypad ENTER			Whilst online, takes the currently prepared page.
Left CTRL + INSERT			Whilst online, speeds up foreground rolls, crawls, animation or cel animations.
Left CTRL + DELETE			Whilst online, slows down foreground rolls, crawls, animation or cel animations.
Left CTRL + HOME			Whilst online, pauses foreground rolls, crawls, animation or cel animations
Left CTRL + END			Whilst online, stops playout.
Left CTRL + PgUp			Whilst online, prepares the previous page.
Left CTRL + PgDn			Whilst online, prepares the next page.
Text manipulation (when working within the Graphic Edit window)			
Key Combination	Tool	Toolbar	Action
Selection	Action		
	Action		
	Left SHIFT +	LEFT and RIGHT Arrow keys	Select text by character.
	UP and DOWN Arrow keys		Select text up to the adjacent vertical text cursor position on the next line.
	Home and End		Select text up to the end or start of a line.
Movement	PgUp and PgDn		Select text up to the end or start of a text page.
	Left CTRL + Left SHIFT +	LEFT and RIGHT Arrow keys	Select text by word.
	Action		
	Left CTRL + Left ALT +	Arrow keys	Move selected text.
	Left CTRL + Left ALT +	Arrow keys	Fast move selected text using a value in pixels, defined using the Fixed Text Increment With Right-Shift text box on the Edit dialog tab on the User Preferences dialog box.
Spacing	Left CTRL + Left ALT +	Arrow keys	Move selected text using sub-pixel increments (slow/accurate).
	Left SHIFT		
Left SHIFT	Action		
	Left CTRL + Left WINDOWS +	LEFT and RIGHT Arrow keys	Adjust character spacing to the left of the current text cursor position.
	UP and DOWN Arrow keys		Adjust line spacing above the line of text containing the text cursor.
	Left CTRL + Left WINDOWS + Right SHIFT	LEFT and RIGHT Arrow keys	Fast adjust character spacing to the left of the current text cursor position using a value in pixels, defined using the Fixed Text Increment With Right-Shift text box on the Edit dialog tab on the User Preferences dialog box.
	UP and DOWN Arrow keys		Fast adjust line spacing above the line of text containing the text cursor using a value in pixels, defined using the Fixed Text Increment With Right-Shift text box on the Edit dialog tab on the User Preferences dialog box.

Key Combination	Tool	Toolbar	Action	Line	Spline	Page
Left CTRL + Left WINDOWS + Left SHIFT	LEFT and RIGHT Arrow keys	UP and DOWN Arrow keys	Adjust character spacing to the left of the current text cursor using sub-pixel increments (slow/accurate).	■	■	■
			Adjust line spacing above the line of text containing the text cursor using sub-pixel increments (slow/accurate).	■		■
Expansion and Compression				Action		
Left CTRL + Left WINDOWS + Left ALT	LEFT and RIGHT Arrow keys	UP and DOWN Arrow keys	Expand/compress character spacing of text to the right of the current text cursor position.	■	■	■
	UP and DOWN Arrow keys		Expand/compress character spacing of selected text.	■	■	■
Left CTRL + Left WINDOWS + Left ALT + Right SHIFT	LEFT and RIGHT Arrow keys	UP and DOWN Arrow keys	Expand/compress inter-line spacing of the line of text containing the text cursor and any subsequent lines.	■	■	■
	UP and DOWN Arrow keys		Expand/compress inter-line spacing of selected text.	■		■
Left CTRL + Left WINDOWS + Left ALT + Right SHIFT	LEFT and RIGHT Arrow keys	UP and DOWN Arrow keys	Fast expand/compress character spacing of selected text or text to the right of the current text cursor position using a value in pixels, defined using the Fixed Text Increment With Right-Shift text box on the Edit dialog tab on the User Preferences dialog box.	■	■	■
	UP and DOWN Arrow keys		Fast expand/compress inter-line spacing of selected text or the line of text containing the text cursor and any subsequent lines using a value in pixels, defined using the Fixed Text Increment With Right-Shift text box on the Edit dialog tab on the User Preferences dialog box.	■		■
Left CTRL + Left WINDOWS + Left ALT + Left SHIFT	LEFT and RIGHT Arrow keys	UP and DOWN Arrow keys	Expand/compress character spacing of selected text or text to the right of the current text cursor position using sub-pixel increments (slow/accurate).	■	■	■
	UP and DOWN Arrow keys		Expand/compress inter-line spacing of selected text or the line of text containing the text cursor and any subsequent lines using sub-pixel increments (slow/accurate).	■		■
Text styling and user defined styles (when working within the Graphic Edit window)						
Key Combination	Tool	Toolbar	Action	Line	Spline	Page
Left CTRL + Q			Only valid when the Style Copy box is cleared on the Text Page control set. Copy styling properties of selected text or the character at the current cursor position to the Graphic Tools.	■		
Left CTRL + W			Only valid when the Style Copy box is cleared on the Text Page control set. Apply styling properties currently set in the Graphic Tools to selected text.	■		
Left CTRL + Left ALT + J			Turn on Style Copy (equivalent to checking the Style Copy box on the Text Page control set on the Graphic Tools.	■		
Left CTRL + Left ALT + K			Turn off Style Copy (equivalent to checking the Style Copy box on the Text Page control set on the Graphic Tools.	■		
Left CTRL + Left SHIFT + A to Z			Does not apply to Version 2 RapidAction keyboards (Blue). Apply a user defined style stored within the User Defined Styles control tab to selected text or a text element.	■		
Zooming (when working within the Graphic Edit window)						
Key Combination	Tool	Toolbar	Action			
Left CTRL + 0		Zoom	Sets the zoom setting for the Graphic Edit window to 100% and centres the page.			
Left CTRL + =		Zoom	Zoom in from the current zoom level in the Graphic Edit window to the next predefined zoom setting.			
Left CTRL + -		Zoom	Zoom out from the current zoom level in the Graphic Edit window to the next predefined zoom setting.			
Left CTRL + 8		Zoom	Sets the zoom setting for the Graphic Edit window to 25%.			
Left CTRL + 7		Zoom	Sets the zoom setting for the Graphic Edit window to 50%.			
Left CTRL + 1		Zoom	Sets the zoom setting for the Graphic Edit window to 100%.			
Left CTRL + 2		Zoom	Sets the zoom setting for the Graphic Edit window to 200%.			
Left CTRL + 3		Zoom	Sets the zoom setting for the Graphic Edit window to 400%.			
Left CTRL + 4		Zoom	Sets the zoom setting for the Graphic Edit window to 800%.			
Left CTRL + 5		Zoom	Sets the zoom setting for the Graphic Edit window to 1600%.			
Left CTRL + 6		Zoom	Sets the zoom setting for the Graphic Edit window to 3200%.			